

APPROVED MINUTES



ST MARGARET'S CEVA PRIMARY SCHOOL, TINTINHULL **MINUTES OF THE FULL GOVERNING BODY MEETING** **HELD ON 12 JULY 2017 AT 17.30**

OPENING PRAYER

PRESENT

Mrs L McDonald (Head Teacher), Mr A Colaço (Chair), Mrs E J Bailey-Jones, Mrs K Buckhurst, Mr G Carnie, Rev P Down, Mrs M Touch, Mrs J Wallace, Miss J Young, Mr T Pople and Mr A Bradshaw (Clerk).

1. INTRODUCTION

Apologies for Absence – Mr R Cozens

Pecuniary Interests – None

Notice of AOB – Two items.

2. MINUTES OF LAST MEETING (previously circulated)

It was agreed that the minutes of the meeting held on 12 June 2017 were a true and accurate record and were signed by the Chair. Matters arising were discussed as follows;

- 5 H & S Governor to contact person who may be interested in taking up some of the H&S workload– Later Agenda Item
- 14 Governors Questionnaire – Action Completed

3. FSU UPDATE

The Headteacher gave a brief verbal update to Governors: All school age children would be moving into Reception in September and were 'school ready'. The FSU was offering 30 hour placement and at least one eligible parent was taking up the offer. The Headteacher and FSU Manager had discussed FSU Fees Policy and agreed an increase in session rates of 50p per hour with effect from 1 September 2017. Governors agreed the increase.

4. SEN & EXCLUSIONS

The Headteacher confirmed that there had been no exclusions since the last meeting. She reported on a pupil that she had to take from another school. He had challenging behaviour, has a young emotional level and requires a lot of reassurance. The pupil had recently become agitated and this was due to a change in normal routines at this time of the year, such as Sports Day, School trip. Staff had to use a number of strategies to keep him stable. Similarly, the pupil had been very challenging earlier in the week to a point where the Headteacher had to contact the parent to collect him from School.. Governors felt that the School should be congratulated on the work everyone was doing with such a challenging pupil. A Foundation Governor commented that the fact that he was adhering to strategies meant that he wanted to be in School.

5. FAIR ACCESS PROTOCOL (FAP) PUPIL UPDATE

Full Governing Body Minutes – 12 July 2017

Signed.....

Dated.....

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The Headteacher commented that it had been a hard week with this pupil. It would be in the pupil's best interest if he was in School by 08.55 so that he could come into the classroom with his peers for the start of the day routines. However, he often arrived late (he is transported to School) which meant that he comes into the classroom when everyone has settled into their work and he found this hard. He has stated that he does not like School because he does not know the systems/routines and in order to help him, we are in the process of 'familiarising' him. He is also working on social and emotional skill development with his allocated TA, The School has little or no contact with home as his mother does not bring him into School although information is being sent back but staff are not expecting feedback, He is currently in School 3 mornings a week with support from 'The Bungalow' but his support ceases at the end of this term,

6. NEW BUILD UPDATE

The Headteacher confirmed that she is meeting with Hookway and the building contractor next week to finalise arrangements during the summer holidays. She confirmed that she would be out of the country for the first two weeks of the holiday period and local Governors had kindly agreed to be points of contact for the contractors during this time if needed. The building contractor confirmed that they were currently on schedule for the work to be completed by the commencement of the Autumn term. Building Control had recently inspected the work and there were no problems. The Headteacher reported that there would be an additional charge for the installation of a light tube in the girl's toilets to replace the current roof lights. Governors agreed this additional expenditure.

7. HEALTH & SAFETY UPDATE/ACCIDENTS

A H & S Governor reported that there had been no accidents since the last meeting. He confirmed that he had met with the contact who was interested in taking up some of the H & S workload. Having looked at what was required it was felt that half a day a month (at an hourly rate of £10) would be sufficient. As all H&S files were up to date it would just be a matter of maintaining them but would also carry out legionella testing and co-ordinate/oversee the various testing that needed to be carried out on a regular/annual basis. Governors felt that this was a very acceptable solution and agreed that this should begin from 1 September 2017.

8. SCHOOL FUND

The Headteacher confirmed that the School Fund balance stood at £4,132.37, of which £1,665.51 was Governor funds and £2,466.86, School funds.

9. PUPIL PREMIUM/PE GRANT

The Headteacher reported that she wished to continue funding teaching one day each per week with Pupil Premium funds for KS1 and KS2 to fill the gaps. The cost of the ELSA was also funded through Pupil Premium, The ELSA had been trained as a Thrive Practitioner enabling her to understand the links between social and emotional development and mental health which assists in maximizing learning potential to raise standards of achievement. The Headteacher would also like to train another member of staff as an ELSA using money she was paid as a mentor to an aspiring headteacher.

A Foundation Governor challenged the Headteacher asking if she could demonstrate that she was able to show how Pupil Premium was spent on the Pupil Premium children and how the children were benefitting. The Headteacher replied that all Pupil Premium pupils received support not only from KS1 and KS2 additional teaching day, but from the ELSA, with many Pupil Premium children having extra time with the ELSA.

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The Headteacher confirmed that the PE grant supported the cost for PE coaching for pupils and for equipment. Details about Pupil Premium funding and the PE grant were to be updated on the School website.

10. FUTUREFORM QUOTATION (New Wireless System)

The Headteacher reported that she had requested a quotation for a new wireless system in School. There were many problems with the current system. There was no signal in some parts of the School and when pupils were working on computers the system was slow. A quotation for a new system had been received for £1,362.00 (inc VAT) and she sought Governor approval for this purchase. The Headteacher explained that it would be normal to obtain three quotations but she had not done so in this case as FutureForm had supplied the ICT system and it would be better for maintenance purposes to stay with installation company than use another one with the possibility that they might not cover the existing ICT system. Governors confirmed that one quotation was acceptable and agreed to the expenditure.

11 SCHOOL DEVELOPMENT PLAN

The Headteacher explained to Governors that rather than going through SDP evaluation line by line at the meeting, it would be better if she sent the information for Governors to look at over the summer holiday and discuss it at the next meeting. Governors Agreed. **Actions: (Headteacher to send SDP evaluation to all Governors. Clerk to put on SDP Evaluation on next Agenda).**

A Foundation Governor asked the Headteacher if there were any areas of concern. The Headteacher confirmed that there were no major concerns. The Foundation Governor also asked the Headteacher if costings in the SDP had been cross-referenced to the budget as outlined in SFVS. The Headteacher confirmed that this was in place.

12. KS1/KS2 SATS RESULTS

The Headteacher reported that KS2 SATs were not very good. The School was aware that this would be the case, even though Mrs King had worked very hard with the children by putting on additional morning and afternoon classes. It was unfortunate that some pupils were only one or two points away from receiving a pass mark. The year group has some pupils who had joined the School mid-way through KS2 but there was lots of evidence to show what they had achieved since they had been at the School

- **KS2 SATs – School% / Somerset%**

Spelling, Punctuation Grammar – 50%

12 children in year group but 1 did not take the exam, however the School was still scored out of 12 children. 6 out of 12 children passed (100 being pass rate) making pass rate of 50%. The remaining five pupils scored 99,99,98,97,96 respectively.

Reading – 42%/72.3%

5 out of 12 children passed in reading making pass rate of 42%. One pupil scored 97 with others in low 90's

Writing – 58%/74.3%

(Moderated) 7 out of 12 children passed in writing making a pass rate of 58%.

Maths 58%/71.4%

7 out of 12 children passed in writing making a pass rate of 58%. Three pupils scored 96, 95 and 94.

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A Foundation Governor commented that given we have small cohorts in each year group, the results at KS2 were not completely out of line. However, the School needed to show how it was going to close the gap. It needed to show clear evidence on how we were going to improve and how we would ensure that would take every child forward. The Governing Body needed ensure that they would regularly look at data and check pupil progress.

The Headteacher confirmed that KS1 results were much better and Mrs Bailey-Jones presented the results with Governors:

- **KS1 Teacher Assessments – school/2016 national**

Reading 75/74 (44% at GLD)

Writing 75/65 (19% at GLD)

Maths 81/73 (32% at GLD)

a strong picture, better than national.

- **Y1 Phonics**

72% passed the Y1 Phonics Screening check 10 out of 14 pupils) 28% failed (4 pupils). Out of 4 pupils 3 have SEN needs.

- **Y2 Phonics**

3 children re-took Y1 Phonics. 2 children passed but one child failed (but was very close to achieving the pass rate and had attendance issues).

Governors had no further questions.

13. POLICY REVIEWS (previously circulated)

Documents had been sent to Governors prior to the meeting. The following policies were discussed, reviewed and approved by Governors:

- Governors Expenses - no changes
- Gifted and Talented Policy – minor changes
- Children Looked After Policy – minor grammatical changes

The Headteacher requested that the Intimate Care Policy for children in Reception required re-writing, it would be better to defer reviewing this policy until the next meeting. Governors agreed. **Action: (Clerk to put on next Agenda).**

14. GOVERNOR OF THE MONTH – FEEDBACK

A Foundation Governor confirmed that he would be carrying out the visit planned in May 2017 during the following week. The SEN Governor confirmed that she had been in School to discuss the new Core SEN Standards with the SENCO.

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15. SET DATE FIRST MEETING 2017-2018

Governors Agreed that the first meeting of academic year 2017-2018 would take place on Thursday 28 September 2017 at 4.00pm. Meeting dates for the remainder of the academic year would be agreed at this meeting,

16. AOB

There were 2 items:

- (i) The Headteacher reported that she had recently met with the Attendance Officer. After looking through the records, the Attendance Officer confirmed that she would be writing to three sets of parents advising them that they would be receiving a fine for poor/non-attendance.

Governors supported this decision

- (ii) The Chair informed Governors that Mrs Bailey-Jones' term of office would shortly be ending. After almost nine years as a Governor she had decided that she would not be seeking re-appointment and that this would be her last meeting. The Chair, on behalf of the whole Governing Body, thanked Mrs Bailey-Jones for her contributions and dedication as a Governor,

A Foundation Governor commented that for a year now there had been a vacancy for a Staff Governor and that with Mrs Bailey-Jones stepping down as a Foundation Governor there was no staff person on the Board. It was hoped that a member of staff (either teaching or support) would consider becoming a Staff Governor.

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17. DATE OF NEXT MEETING

Date of Next Meeting – Thursday 28 September 2017 at 4.00 pm

The meeting closed at 7.10 pm